

**Lancaster Library Board
Meeting Agenda
April 18, 2013
4:00 pm
Lancaster library Staff Room**

I. Roll Call

II. Approval of and/or changes to the Agenda

III. Review and Approval of the March 2013 meeting minutes

IV. Report of the Director

V. Financial Data

CD 042 Matured April 6, 2013

VI. Public Comment

VII. Old Business

a. Laptop update

b. Ordering six new adult computers

c. Book sale updated

d. Petty Cash Policy - Proper filing location

e. Fund Sundays Retroactively through March 3, 2013

VIII. New Business

a. Staffing Changes

b. Approval of the State Report

c. Materials Purchasing - \$1,000 in new funds from Central

d. Approval of invoice for software on the new children's computers

e. Approval of purchase of two headphones for children's computers.

IX. Adjournment

**Lancaster Library Board
Meeting Agenda
May 16, 2013
4:00 pm
Lancaster Library Public Meeting Room**

- I. Roll Call
- II. Approval of and/or changes to the Agenda
- III. Review and Approval of the April 2013 meeting minutes
- IV. Report of the Director
- V. Financial Data
- VI. Public Comment
- VII. Old Business
 - a. Staffing Update
 - a. Appoint Lisa Watt, PT Clerk
 - b. Appoint Dylan Brozyna, Page
 - b. Approve Funding for two (2) Children's Computers
 - c. Update on Jamex Machine
- VIII. New Business
 - a. Approval to order six (6) new adult computers
 - b. Rules of Conduct Policy re: School aged children in library during school hours
 - c. Summer Programming
 - d. Women's Civics club Luncheon - June 12, 2013, 12:00 noon, Ripa's Restaurant
- IX. Adjournment

Lancaster Library Board
Meeting Agenda
June 20, 2013
4:00 pm
Lancaster Library Public Meeting Room

- I. Roll Call
- II. Approval of and/or changes to the Agenda
- III. Review and Approval of the May 2013 meeting minutes
- IV. Report of the Director
- V. Financial Data
 - a. CD 040 matures June 28, 2013
 - b. CD 043 matures July 27, 2013
- VI. Public Comment
- VII. Old Business
 - a. Update on Children's Computers - Paid for, awaiting delivery
 - b. Rules of Conduct - discussion item regarding the conflict between school age children not being allowed in library during school hours and home schooled children
 - c. Review of meeting with Ken Stone regarding minimum wage hikes
 - d. Women's Civics Club luncheon
- VIII. New Business
 - a. Approval of the 2013 Contract with B&ECPL
 - b. Discuss changing library board meeting hours from 4:00 pm to 1:00 pm
 - c. Approval to purchase 6 Hon chairs for new computers off state bid. (\$1,136.41)
 - d. Approval to pay for six adult computers (\$3,228.00)
 - e. Election year business
 - f. Review of Planning Committee Meeting
 - g. Review of 2013 facility data
 - h. Review of 2012 Annual Report (flyer)
 - i. Hug your library
 - j. Improvements to book sale sorting room
- IX. Adjournment

**Lancaster Library Board
Meeting Agenda
July 18, 2013
1:00 pm
Lancaster Library Public Meeting Room**

- I. Roll Call
- II. Approval of and/or changes to the Agenda
- III. Review and Approval of the May and June 2013 meeting minutes
- IV. Report of the Director
- V. Financial Data
 - a. Disposition of CD 040 matured June 28, 2013
 - b. CD 043 matures July 27, 2013
- VI. Public Comment
- VII. Old Business
 - a. Rules of conduct change - language changes approved in June need to be put into the Rules of Conduct
 - b. Status of chairs order (for new computers)
- VIII. New Business
 - a. Proposed new grant from Gallivan
 - b. Thank you letter to State Senator Patrick Gallivan for prior grant
 - c. Parking lot status update
 - d. Advertisements on flyers
 - e. Town of Lancaster energy audit - possible improvements to lighting in the main library room.
- IX. Adjournment

**Lancaster Library Board
Meeting Agenda
August 15, 2013
1:00 pm
Lancaster Library Public Meeting Room**

- I. Roll Call
- II. Approval of and/or changes to the Agenda
- III. Review and Approval of the July meeting minutes
- IV. Report of the Director
- V. Financial Data
 - a. CD 043 matured July 27, 2013 - reinvested for 24 months at 0.65% interest. Matures 7/27/2015
- VI. Public Comment
- VII. Old Business
 - a. Parking lot status update - email from Donna Stempniak
 - b. Review of thank you letter to State Senator Patrick Gallivan
 - b. Advertisements on flyers
- VIII. New Business
 - a. August 13th meeting with the Village Board - 5:00 pm at the municipal building
 - b. Program Funding for September 2013 through August 2014
 - c. Install signs requesting "If possible leave available for WI-FI Usage" at tables with electrical outlets.
- IX. Adjournment

**Lancaster Library Board
Meeting Agenda
September 19, 2013
1:00 pm
Lancaster Library Public Meeting Room**

- I. Roll Call
- II. Approval of and/or changes to the Agenda
- III. Review and Approval of the August 2013 meeting minutes
- IV. Report of the Director
- V. Financial Data
- VI. Public Comment
- VII. Old Business
 - a. Parking lot status update
 - a. Disposition of NYS grant monies
 - b. Status
- VIII. New Business
 - a. Proposed 2014 County Budget - loss of \$5,761.00 to pay for 332 labor hours
 - b. 2014 Town Budget Request - Prioritize and lobby for needed improvements, i.e new fire safety system, roof repairs, bathroom drainage and floor tiles.
 - c. Update on Elevator safety improvements.
 - d. Update on Village business meeting - involvement in Zombieville and Christmasville.
 - e. 2013 Book Budget Orders
 - f. Central's suggestions on wireless Access Point and Replacement re: New Gallivan grant
- IX. Adjournment

**Lancaster Library Board
Meeting Agenda
October 17, 2013
1:00 pm
Lancaster Library Public Meeting Room**

- I. Roll Call
- II. Approval of and/or changes to the Agenda
- III. Review and Approval of the September, 2013 meeting minutes
- IV. Report of the Director
- V. Financial Data
- VI. Public Comment
- VII. Old Business
 - a. Parking lot status update
 - b. Bathroom repair update
 - c. Status of MOU update
- VIII. New Business
 - a. ACT Meeting - Saturday, November 9, 2013, 9:30 am. - 12:00 noon. Clarence Library, Three Town Place (2013-14 meeting schedule below)
 - b. Non-Profit Grant Resources Seminar, Wednesday, November 13, 2013, Downtown Central Library
 - c. Election Schedule
- IX. Adjournment

**Lancaster Library Board
Meeting Agenda
November 21, 2013
1:00 pm
Lancaster Library Public Meeting Room**

- I. Roll Call
- II. Approval of and/or changes to the Agenda
- III. Review and Approval of the October, 2013 meeting minutes
- IV. Report of the Director
- V. Financial Data
- VI. Public Comment
- VII. Old Business
 - a. Parking Lot Update
 - b. Bathroom and Sign repairs
 - c. Terms of Office
- VIII. New Business
 - a. 2014 Holiday Calendar
 - b. Review of ACT meeting
 - c. Special District Committee - set meeting date
 - d. Book Sale April 24 thru 27, 2014
 - e. December Holiday Party
- IX. Adjournment

**Lancaster Library Board
Meeting Agenda
December 19, 2013
1:00 pm
Lancaster Library Staff Room**

- I. Roll Call
- II. Approval of and/or changes to the Agenda
- III. Review and Approval of the November 2013 meeting minutes
- IV. Report of the Director
- V. Financial Data
 - a. CD045 Rollover or Renewal
- VI. LDI Committee Report
- VII. Public Comment
- VIII. Old Business
 - a. Maintenance Updates
 - 1. Fire Safety Approved
 - 2. Men's Bathroom repairs
- VIII. New Business
 - a. Big Blue Button Software Update
 - b. Sunday Funding for the first half of 2014
- IX. Adjournment